

# HOLIDAY PLANNING GUIDE FOR LEADERS



<http://safetycenter.navy.mil/seasonal/sdh/index>



# **HOLIDAY PLANNING GUIDE**

***Your guide to a fun and safe celebration!***

## **A Handy Tool for Leaders**

***The holiday season is here, providing many of us the time and opportunity to travel long distances to be with family and friends. Such travel is not without risk.***

***Between the Thanksgiving and New Year's last year, six Sailors and 14 Marines died on the road. Others were seriously injured. Families and friends spent the remainder of their holidays attending funerals and going to hospitals to visit and care for those who survived.***

***The prediction this year? Based on past performance, 14 Sailors and Marines could potentially be killed on the road or in other off-duty mishaps in addition to many who will be seriously injured.***

***As supervisors, can we help save these young men and women, protect our high standards of combat readiness and minimize the grief experienced by their families and friends? You bet we can.***

***The tips and checklists contained in this Holiday Planning Guide for Leaders will come in handy when helping your Sailors and Marines plan their holiday leave. Have a safe and happy holiday season.***

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## Holiday Off-Duty Tips for Leaders

***Remind your folks to use common sense and risk management when making holiday travel plans. Before you sign their leave papers or approve long weekend liberty, find out where and how far they are traveling. If they are driving, use these techniques:***

- **Have them complete a Travel Risk Planning System (TRiPS) assessment survey.** This assessment is designed to help your people recognize their own driving behaviors. After completing the survey, there will be suggestions for how to make the journey safer. The most exciting part of TRiPS is that first-line supervisors will receive a copy of the assessment and are encouraged to sit down for one-on-one counseling about the upcoming travel. TRiPS is now on Navy Knowledge Online at [www.nko.navy.mil](http://www.nko.navy.mil) and can also be accessed from the Naval Safety Center's website at [www.safetycenter.navy.mil](http://www.safetycenter.navy.mil).
- **Give each person a copy of the Safety Center's vehicle checklist** so he or she can identify deficiencies and correct them. Many commands set a day aside for mechanically-minded volunteers to help shipmates complete their own inspections. Refer problems to a reputable repair shop. Recommend winterization of vehicles that will be driven to colder parts of the country.  
<http://www.safetycenter.navy.mil/ashore/checklists/motorvehicle/vehicle.htm>.
- **Discourage driving between the hours of midnight and 0600.** This is the time when fatigue strikes with a vengeance and there is an increase in the number of alcohol-impaired drivers on the road. They can kill you no matter how good a driver you are. Encourage drivers to plan ahead and allow plenty of time for rest stops at a safe location every two hours.
- **Emphasize using safety belts and shoulder harnesses** and wearing personal protective equipment on motorcycles. Defensive driving techniques are a must.
- **Provide speed warnings.** Speeding reduces a driver's ability to steer safely around curves or objects in the roadway. Speed also extends the distance necessary to stop and increases the distance a vehicle travels while the driver is reacting to a dangerous situation.
- **Promote responsible use of alcohol.** Caution against drinking and driving. Lots of good information and safe driving tips can be found in our Motor Vehicle Division at <http://www.safetycenter.navy.mil/ashore/motorvehicle/default.htm>.

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## USN/USMC Holiday Fatality Forecasts

Use these Naval Safety Center statistics for your speech, news release, or fact sheets you wish to include in your holiday campaign.

2007 FORECAST	Thanksgiving through New Year's 21 NOV 07 - 1 JAN 08		Christmas through New Year's 21 Dec 07 - 1 JAN 08	
MOTOR VEHICLE				
	Prediction	Actual	Prediction	Actual
USN	4		2	
USMC	6		2	
USN/USMC Totals	10		4	
SHORE RECREATION / OFF-DUTY				
USN	2		1	
USMC	1		1	
USN/USMC Totals	3		2	

2006	Thanksgiving through New Year's 23 NOV 06 - 2 JAN 07		Christmas through New Year's 23 Dec 05 - 2 JAN 06	
MOTOR VEHICLE				
	Prediction	Actual	Prediction	Actual
USN	7	6	2	2
USMC	7	14	2	5
USN/USMC Totals	14	20	4	7
SHORE RECREATION / OFF-DUTY				
USN	2	0	1	0
USMC	1	3	1	2
USN/USMC Totals	3	3	2	2

Numbers indicate non-operational fatalities only. Data based on complete days from midnight through 2359 hours.

Source: <http://safetycenter.navy.mil/statistics/ashore/predictions.htm>

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## Driving Mishap Risk Indicator Self-Assessment Survey, Part I

### ● **Instructions:**

Assign points for the following risk factors as they apply. Total points determine an individual's relative risk level.

### ● **Directions for use of this form:**

1) Supervisor will discuss completed form results with interviewee and may discuss results with the chain of command for the purpose of the individual's welfare. A record may be made of counseling, however recommend gross score/result or "low, medium, or high" risk levels be recorded in lieu of answers to particular questions.

2) Information or statements made to the supervisor concerning items on this form CANNOT be used in any adverse proceeding, administrative or criminal.

3) Form is property of interviewee only and will not be retained by command or supervisor. The interviewee may retain this completed form if desired, however recommend this document be destroyed/shredded ASAP after counseling.

### ● **Conduct Mishap Risk Indicator Self-Assessment Survey (see Part II).**

### ● **Analysis**

Fill in the appropriate analysis of recognized risks and recommended solutions.

1) The following areas of excessive risk were noted:

2) The solutions for these excessive risk factors are:



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## Driving Mishap Risk Indicator Self-Assessment Survey , Part II

INDICATORS	RISK FACTORS	POINTS
1. Age	25 years or younger = 1pt	
	26 or older = 0	
2. Pay grade	E-5 and below = 1pt	
	E-6 and above = 0	
3. Sex	Male = 1pt	
	Female = 0	
4. Marital status	Single = 1pt	
	Married = 0	
5. Driving record	1 or More moving violations last 12 months = 1pt	
6. Time since deployment	Deployed over 30 days and home less than 30 days = 2pts	
	Otherwise = 0	
7. Distance to travel	Less than 500 miles = 0	
	500-1000 miles = 1pt	
	Over 1000 miles = 2pts	
8. Incidents of alcohol abuse	4 points per incident	
9. Ratio of travel days to total leave	Less than 1 to 5 = 0	
	1 to 4 = 1pt	
	Greater than 1 to 4 = 2pts	
10. Rest prior to departure	Less than 8 hours = 1pt	
11. Hour of return to duty section	Less than 12 hours prior to next work day = 1pt	
12. Driving alone	Yes = 1pt	
13. Personal stressors	Marital troubles = 1pt	
	Death in the family = 1pt	
	Career decision looming = 1pt	
14. Motorcycle travel	Traveling by motorcycle = 1pt	
15. Traveling during the holiday period	Yes = 1pt	
TOTAL POINTS		

**Note:** If the points exceed 10, the individual has a greater than average risk for a traffic mishap. The supervisor/branch/division officer should work with the individual to reduce the risk factors (e.g., allow for more travel time, take more leave, adjust the time of departure/arrival, or travel with companion.)

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## Pre-Trip Safety Checklist Part I

This checklist is designed to be completed for all planned trips outside the local area when service members are going on leave/liberty. Its use is encouraged when service members are going on trips even if not on official leave/liberty. It will help service members, commanders, and other leaders ensure drivers and vehicles are safe prior to departure and that the trip has been sufficiently planned (time, rest stops, alternate drivers, anticipated weather conditions) to get safely to the destination and back.

### TRIP INFORMATION

#### POINT OF ORIGIN TO DESTINATION

Destination	
Travel Distance One Way	
Point of Origin Departure Date & Time	
Expected Destination Arrival Time	
Mode of Travel	
Travel Route Planned in Advance?	Yes _____ No _____
If Driving POV: Number of licensed drivers	
Planned Rest Stops/Breaks	
Anticipated Weather Condition	

#### RETURN FROM DESTINATION TO POINT OF ORIGIN

Destination Departure Date & Time	
Expected Arrival Time at Point of Origin	
Mode of Travel	
Travel Route Planned in Advance?	Yes _____ No _____
If Driving POV: Number of licensed drivers	
Planned Rest Stops/Breaks	
Anticipated Weather Condition	

### POV INSPECTION CHECKLIST

Vehicle Condition	Complete attached checklist.
Insurance: Up to date/current	Yes _____ No _____
Driver's License: Valid and current?	Yes _____ No _____

### SIGNATURES

Service Member Planning Trip	Name/Rank:	
	Signature	Date
Supervisor	Name/Rank:	
	Signature	Date

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## Pre-Trip Safety Checklist Part II

### Pre-Trip PMV Inspection Checklist

ITEM AND CHECK	SATISFACTORY	UNSATISFACTORY
1. HEADLIGHTS: Both high and low beams operational?		
2. BRAKELIGHTS:		
3. TAIL LIGHTS:		
4. TURN SIGNALS & PARKING LIGHTS:		
5. FOUR-WAY EMERGENCY FLASHERS:		
6. BACKUP LIGHTS:		
7. LICENSE PLATE LIGHT:		
8. TIRES: At least 1mm of tread over entire traction surface, free of breaks or cuts? Properly inflated? Spare tire, jack, lug wrench, etc. available? NO MIXING OF RADIAL WITH BIAS TIRES.		
9. WINDSHIELD & WINDOWS: Not cracked, broken or scratched to the degree that impairs vision?		
10. WINDSHIELD & WIPERS:		
11. MIRRORS: Outside and inside not cracked?		
12. BUMPERS: Not bent or damaged in-a-way that would be hazardous?		
13. SEAT BELTS: Sufficient number of seat belts for all passengers? Serviceable?		
14. MOTORCYCLE SAFETY EQUIPMENT (if applicable): Approved helmet, protective clothing, gloves and face/eye protection?		
15. BRAKES: Foot pedal cannot travel more than half way to floor?		
16. BRAKE FLUID:		
17. PARKING BRAKE: Adjusted to prevent movement when engaged?		
18. EXHAUST SYSTEM:		
19. HORN:		
20. DEFROSTER:		
21. EMERGENCY EQUIPMENT: (OPTIONAL) First aid kit, flashlight, warning triangle, fire extinguisher, blanket, flares, shovel, chains, tools, etc.		
22. LICENSE PLATES MATCH WINDSHIELD DECAL: (Europe only)		

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## Leave/Liberty Statement

### **1. PURPOSE:**

Informs service member he/she is expected to be ready to work after returning from leave/liberty and provides instructions for emergencies/situations that might prevent a safe, on-time return.

### **2. STATEMENT CONTENTS:**

- Expected ready-to-work condition after return from leave/pass.
- Calling instructions for delayed return.

### **3. USE:**

- Statement should be on Leave/Liberty Statement in appropriate box.
- All leave/pass forms should include such a statement and service member should be required to have the Leave/Liberty Statement in their possession at all times while on leave/pass. This will ensure that phone numbers are always available.
- If service member's return is delayed, supervisor can arrange to charge additional leave time for extension or schedule makeup work.
- If strip maps for the local area's frequently visited resorts/recreation areas have been developed (see Strip Map page), provide copies to service members when Leave/Liberty Statement indicates one of these destinations will be visited.



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## Nine Tips for Office Celebrations

- 1. Be honest with employees.** Make sure your employees know your workplace substance abuse policy and that the policy addresses the use of alcoholic beverages in any work-related situation and office social function.
- 2. Post the policy.** Use every communication vehicle to make sure your employees know the policy. Prior to an office party, use break room bulletin boards, office e-mail and paycheck envelopes to communicate your policy and concerns.
- 3. Reinvent the office party concept.** Why have the typical office party? Try something new like an indoor carnival, group outing to an amusement park or volunteer activity with a local charity.
- 4. Make sure employees know when to say when.** If you do serve alcohol at an office event, make sure all employees know that they are welcome to attend and have a good time, but that they are expected to act responsibly.
- 5. Make it the office party of choice.** Make sure there are plenty of non-alcoholic beverages available.
- 6. Eat ... and be merry!** Avoid serving lots of salty, greasy or sweet foods which tend to make people thirsty. Serve foods rich in starch and protein which stay in the stomach longer and slow the absorption of alcohol in the bloodstream.
- 7. Designate party managers.** Remind managers that even at the office party, they may need to implement the company's alcohol and substance abuse policy.
- 8. Arrange alternative transportation.** Anticipate the need for alternative transportation for all party goers and make special transportation arrangements in advance of the party. Encourage all employees to make use of the alternative transportation if they consume any alcohol.
- 9. Serve none for the road.** Stop serving alcohol before the party officially ends.

If alcoholic beverages are provided at office social functions, state laws regarding their use and resulting legal responsibilities should be consulted and addressed. This information provided by the U.S. Department of Labor is not intended to be a substitute for legal advice and should not be relied upon to determine what steps employers can or should take to address potential legal liability.

Source: U.S. Department of Labor, Office of the Assistant Secretary for Policy, [www.dol.gov/asp](http://www.dol.gov/asp).

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